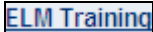












E- Orientation Course Guide for Part Time Employees

- Log into the PS Portal Page (www.in.gov/spd/instep) and select the ELM link-you will want to close out the Portal page so you are not timed out of training.
- It is recommended to launch all CBT trainings in Internet Explorer

Step	Action						
1.	<p>Navigate to this website to begin: http://www.in.gov/spd/instep</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>						
2.	<p>Click the ELM Training link if you logged into address above. If you logged directly into ELM at this link: https://hr85.gmis.in.gov/psp/lm90prd/EMPLOYEE/ELM/?cmd=logout you can skip to step #4.</p> <p></p>						
3.	<p>NOTE: To ensure you don't time yourself out of the session while taking this course, you should close out the previous Portal PeopleSoft screen and keep only the ELM Training screen up on your desktop. If not, you will be timed out during your training session.</p> <p>Click the Close (X) button and then maximize the ELM screen.</p> <p></p>						
4.	<p>Click the Self Service link. <i>(If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</i></p> <p></p>						
5.	Click the Learning folder link.						
6.	<p>Click the My Learning link.</p> <p></p>						
7.	<p>The My Learning section should contain the E-Orientation class under your activities with the status of Enrolled. If this course is not listed in the first 5 results shown, click All My Learning. <i>(You may need to select View All if you have more than 15 courses in history)</i></p> <p>Please locate E-Orientation under the title column and click the E-Orientation link.</p> <table><tr><td>E-Orientation</td><td>Computer-Based Training</td><td> Enrolled</td><td>01/24/13</td><td>Drop</td><td>Launch</td></tr></table>	E-Orientation	Computer-Based Training	 Enrolled	01/24/13	Drop	Launch
E-Orientation	Computer-Based Training	 Enrolled	01/24/13	Drop	Launch		

Step	Action
8.	<p>You should now see the Activity Syllabus section where you will find all of the components needed to complete this course. You will find two different types of components: Assignments and Web-based modules.</p> <ol style="list-style-type: none"> 1. The Assignment will require you to review information and complete documents to be turned into your manager or HR staff. 2. Each web-based module will need to be launched. You can pause and start each module at your convenience. After you have watched the module you can close out that window and you will return to the main Activity Syllabus screen to launch the next component. You never want to close the main PeopleSoft screen, only close the pop up windows. <p>Please start with the first assignment component. Click the New Employee Orientation Online Packet link.</p> <p>New Employee Orientation Packet</p>
9.	<p>To complete this assignment you will want to review the New Employee Orientation Packet. This packet contains detailed information important to all new hires.</p> <p>For this assignment please focus on the <u>paperwork portion</u>. If you have not done so already you will need to print and complete Form I- 9 and all tax and payroll forms. You can keep this webpage open for reference while you complete the training.</p> <p>Click the Assignment URL link and review the new hire forms to be used in conjunction with the first web based video.</p> <p>http://www.in.gov/spd/2736.htm</p>
10.	<p>When you have finished reviewing and printing the information you can minimize or close the page and click the Return to Previous Page link to return to the syllabus.</p> <p>Return to Previous Page</p>
11.	<p>Now you can launch module two (2) which is a web-based video called New Employee Paperwork & the Onboarding Experience. This video will launch in a separate window. The following web based module will go over each form you just printed in detail.</p> <p>You have already opened the New Hire Orientation Packet and can print any of the forms discussed in this video to be turned into HR staff or manager.</p> <p>NOTE: You will need headphones to hear the audio or a speaker at your computer.</p> <p>Click the Launch link. Launch</p>
12.	<p>Once you have finished the video you can select the Close the Window button.</p> <p></p>

Step	Action
13.	<p>Now that you have completed the New Employee Paperwork & the Onboarding Experience video you can launch the next module for State Policies and the Performance Management Cycle.</p> <p>NOTE: You will notice that your progress in the previous module has flipped from Not Attempted to Completed.</p> <p>Click the Launch link.</p> <p>Launch</p>
14.	<p>Once you have finished the video you can select the Close the Window button.</p> <p></p>
15.	<p>Next, complete the second assignment component: Employee Handbook Acknowledgment. To complete this assignment you will want to review the Employee Handbook and sign off on the Acknowledgment of Standardized Policies and Employee Handbook form. This form needs to be completed and submitted back to your HR or manager.</p> <p>Click the Assignment URL link for the handbook and then for the Acknowledgment form.</p>
16.	<p>When you have finished reviewing the information you can click the Return to Previous Page link to return to the syllabus.</p> <p>Return to Previous Page</p>
17.	<p>Click the Launch button for the next segment, College Choice 529 (web based module) to complete this course and follow the same steps for Hoosier START and INPRS.</p> <p>Launch</p>
18.	<p>Once you have finished the video you can select the Close the Window button.</p> <p></p>
19.	<p>Click the Launch button for the last segment, Required Trainings (web based module) to complete this course. Launch</p> <p><i>You can review the Training Quick Step Guide to help complete these training at www.in.gov/spd/onboarding under Online New Hire Packet.</i></p>
20.	<p>Once you have finished the video you can select the Close the Window button.</p> <p></p>
21.	<p>Congratulations, you have completed online E- Orientation for a part time employee. Please submit any forms completed to your manager or HR department.</p>